



Change Request / Changed Circumstance

1440 Rosecrans Avenue
Manhattan Beach, CA 90266
800.854.4600 www.kinecta.org/broker

Complete this form electronically – **do not** handwrite or omit information. For information on submitting a change request, go to our website www.loankinection.org / or call 800.854.4600.

Broker Contact		
Broker Co.		Date
Loan #		
Broker Contact	Phone	Email
Borrower Information		
Borrower		
Change Request or Changed Circumstance		
Change Request or Changed Circumstance (<u>be specific</u>)	Loan Costs and Fee Changes (attach updated Closing Statement if applicable)	
Requirements		
<p>To submit your change request or notification of a changed circumstance email your Account Manager and upload via the LoanKinection the following:</p> <ul style="list-style-type: none">• Completed Change Request / Changed Circumstance form• Documentation supporting the Change Request / Changed Circumstance (i.e. purchase contract addendum, etc.)• Updated Closing/Settlement statement to support any increases in loan costs and charges <p>Acknowledgment: The submission of this Change Request / Changed Circumstance form to Kinecta is within 24 hours of the borrower's request or notification of a changed circumstance.</p>		